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MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of
interest to USDA management

FEB 13 '79

Issue #61
May 16, 1977

REORGANIZATION OF THE OFFICE OF MANAGEMENT AND FINANCE (OMF).....OMF has been divided into two staff offices; the Office of Budget, Planning and Evaluation and the Office of Finance.

...The Office of Budget, Planning and Evaluation. This office will report to Howard W. Hjort, the Director of Agriculture Economics, Policy Analysis and Budget and includes the following functions: budget, management, planning and legislative and financial reporting. In addition, it will include the Program Review Staffs and the Policy Analysis and Program Evaluation Staff.

...The Office of Finance. This office will report to the Assistant Secretary for Administration and includes the National Finance Center, the Financial Management Division and the Operations Division. The paperwork management functions will also be part of this office. Jerry Miles has been appointed Acting Director of both staff offices. (Contact: C. R. Hanna, OPBE, ext. 76111).

USDA ADVISORY COMMITTEES.....Sen. Patrick Leahy (D., Vt.) has introduced an amendment to the Farm Bill, S. 275 which will require more detailed reporting on the advisory committees of USDA only. In addition to calling for the collection of more information from individual members, it also requires another annual report to be filed with Congress. It further directs the Secretary to abolish any committee which does not meet certain criteria set out in the bill. (Contact: Carolyn Wright, OBPE, ext 75301)

ZERO BASED BUDGETING (ZBB).....The Department is making excellent progress in the implementation of ZBB. A series of briefing were held with agency administrators, deputy administrators for management and budget officers. In addition, a number of meetings were held with individual agencies to address specific questions in those agencies. Comprehensive technical instructions have been developed and distributed which included suggestions received from agencies. The Department's budget staff has been working closely with OMB examiners to assure coordination of ZBB implementation. (Contact: Bob Sherman, OPBE, ext. 76176).

FEDERAL ASSISTANCE PROGRAMS RETRIEVAL SYSTEM (FAPRS).....On May 10 the House Government Operations Committee approved a bill providing for a more efficient distribution of information on Federal domestic assistance programs. Since the proposed Federal Assistance Information Base would be centered in OMB, the bill allows, but does not mandate, transfer of FAPRS to that agency, the decision being left up to the Director of OMB. (Contact: Al Duran, OBPE, ext. 74654)

FARM BILL.....On May 4, the Senate Committee on Agriculture, Nutrition and Forestry voted to report an original farm bill extending various commodity and food stamp programs through September 30, 1979. The Chairman expects to file the report by May 15. (Contact: John Mottershead, OBPE, ext. 74654)

DECREASE IN PRINTING PLANT WORKLOAD.....Workload in the Printing Plant has dropped during the last six months compared to the corresponding period of one year ago.

	<u>10/75 - 3/76</u>	<u>10/76 - 3/77</u>	<u>% Decrease</u>
Jobs	8,450	8,116	4.0
Impressions X 1000	35,200	31,890	10.3

This reduction in workload has resulted in a loss of anticipated income of about \$100,000 through March 12. This will necessitate corrective action through one or more of the following steps: (1) reducing operating costs, (2) increasing rates and/or (3) increasing workload. (Contact: Al Cauley, 00, ext. 72815)

CENTRALIZED HOUSEHOLD GOODS MOVEMENT PROGRAM.....The General Services Administration is implementing a centralized household goods movement program that will require all civilian agencies to forward to GSA any existing tenders of service or quotations now on file. In addition, these agencies must contact GSA for a cost comparison between a Government Bill of Lading and the commuted rate, and designate a commercial carrier to be used if a GBL is selected.

Most agency objections have centered on whether GSA has the capability to handle the large number of moves within civilian agencies in a timely manner, and on GSA's reluctance to get involved with claims and carrier performance standards. On an annual basis, USDA averages 7,650 household moves costing \$6.4 million. Agencies will be asked for comments when the final draft of the proposal is completed. (Contact: Bob Welch, 00, ext. 77557)

TELPAK TARIFF.....Effective June 8, 1977, the American Telephone and Telegraph Company (AT&T) will cease to offer its TELPAK tariff. TELPAK enables large volume users of telecommunications services to lease channels in pre-set size packages of 60 and 240 at reduced rates-approximately 50 cents per mile for TELPAK versus 2 dollars per mile for non-TELPAK. The latest available figures indicate that USDA's prorata share of the total FTS costs is 6.8%. USDA agencies may incur increased costs of 4 or 5 million dollars. The General Services Administration and the Department of Defense are contesting AT&T's action before all appropriate regulatory bodies. (Contact: Joseph Godbout, 00, ext. 75225)

NATIONAL FINANCE CENTER NEWS.....

- ...Purchase of Motor Vehicles - Instructions are being issued to agency procurement offices on the use of form GSA-1781 "Motor Vehicle Requisition - Delivery Order." Use of this form will enable these offices to purchase vehicles directly from GSA through the FEDSTRIP System.
- ...Excessive Travel Advances - In the current 10 week cycle 3,191 letters have been issued totaling \$2,319,580. All agency personnel offices will receive a list of employees with remaining excessive advances as of May 27.

CONTRACT COMPLIANCE DIVISION TRANSFER.....The functions of the Contract Compliance Division (CCD), Office of Equal Opportunity will be transferred to the Defense Logistics Agency (DLA), Department of Defense effective October 1, 1977. A memorandum of agreement between USDA and DLA has been finalized. Many employees of CCD are unable or do not wish to transfer to DLA's widely dispersed field locations. We are again asking USDA agencies for placement assistance for CCD employees. Mr. John J. Sullivan, Jr., Chief, Personnel Operations Division, Office of Personnel, may be contacted on extension 75781 for the names, and backgrounds of CCD employees wishing to explore employment opportunities within USDA. (Contact: Martin Osias, OEO, ext. 73679)

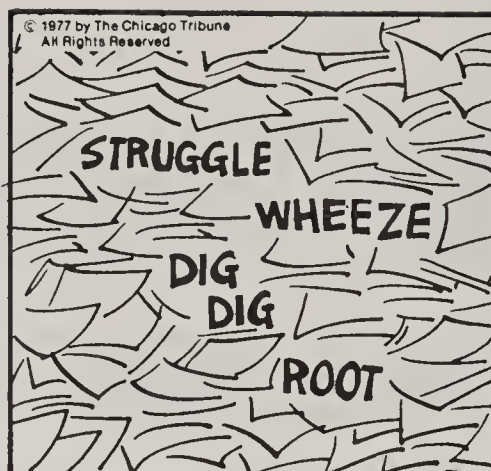
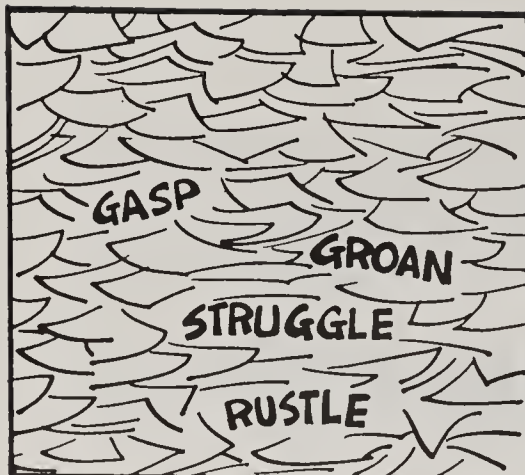
1978 APPROPRIATIONS.....The Subcommittee recommended a number of changes from the President's budget request resulting in a net increase in USDA budget authority of approximately \$278 million.

Consideration of the 1978 Appropriations Bill by the House Committee on Appropriations is expected the week of May 23 with full House consideration of the Bill in mid-June. (Contact: Bob Sherman, OBPE, ext. 76176)

OMB PLANS COMPREHENSIVE STUDY OF ADP..... Within the near future, OMB plans to initiate a comprehensive review of ADP management and organization within the Federal Government. As additional information is known, it will be provided to you. (Contact: Hank Meetze, ADS, ext. 76275)

OEO NONDISCRIMINATION POSTER.....The Department's Title VI nondiscrimination poster "And Justice for All" has been revised by OEO to comply with the new Department of Justice Title VI regulations. These regulations require recipients of Federal financial assistance to display posters which tell the public that the program is administered without regard to race, color, or national origin; that further information about Title VI is available from the recipients or Federal agencies; and how to file complaints. Agencies will be notified when the poster is available for distribution. (Contact: Richard J. Peer, OEO, ext. 77327)

NEW ORLEANS COMPUTER CENTER PROCUREMENT.....GSA has requested additional information from the Department regarding security at the New Orleans Computer Center. GSA expects to provide a Delegation of Procurement Authority for the Center shortly after receipt and review of this information. (Contact: Ray Long, ADS, ext. 74789)



BROOM-HILDA by Russell Myers, Courtesy of the Chicago Tribune - New York News Syndicate, Inc.

PRESIDENT'S PUBLIC REPORTING BURDEN REDUCTION PROGRAM.....As of March 31, the Department's net reduction under the President's Public Reporting Burden Reduction Program stood at 7 percent. Most agencies have made good progress since this program was initiated. Others agencies have made little or no progress toward meeting the goal of a net reduction of 5 percent by the end of the fiscal year.

The Department's Clearance Office will conduct a review of all programs that impose a substantial reporting burden on the public. Where it is found that substantive burden reductions are possible, clearance for new reports may be suspended until the reporting requirements are modified by the sponsoring agency. It is expected that all agencies will meet the 5% reduction requirement by September 30. (Contact Red Rowley, SRS, ext. 76202)

SELECTION GUIDELINES AND THE DEPARTMENT PROMOTION PLAN.....The Washington Area Office of the Civil Service Commission sponsored a series of meetings to explain the new Federal Executive Agency (FEA) Guidelines for Employee Selection Procedures. Based on comments from USDA personnel who attended these meetings, the new USDA merit promotion plan anticipated the items required to comply with the FEA guidelines.

These FEA Guidelines were the central issue at the first annual meeting of the International Personnel Management Association Assessment Council (IPMAAC) held in Kansas City, April 16 through April 21. The various panels and workshops reached the same basic conclusions on what was needed to comply: selection criteria have to be based on analysis of the job in a way that an ordinary person could understand; and, the scores earned by various candidates on each criteria would have to be documented in a manner that would permit examination for adverse impact. These points in the new Department plan were discussed in after-hour sessions with a number of the attendees. All agreed our promotion plan adequately provides for these points. (Contact: Bill Parent, OP, ext. 78721).